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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Space, Maintenance &amp; Facilities Division DATE: 3 December 1953

FROM : Chief, Motor Pool Branch

SUBJECT: Report for Month of November

1. The following items are of interest to the Motor Pool Branch and are noted for your information.

2. Shuttle Bus Service.--

a. Number of passengers carried on busses from North Building, [REDACTED] and Pentagon--28,986. 25X1A6a

b. Number of passengers carried on busses from North Building to [REDACTED] and Y Building--555. 25X1A6a

c. Total passengers carried for the month--35,094 (a decrease of 3,932 passengers as compared to October 1953.)

d. Daily average of bus passengers--1,847.

e. Total mileage of all busses--10,504.

3. Assigned and Pool Car Service.--

a. Total mileage of radio operated pool cars--3,984.

b. Total mileage of radio operated pool cars per day--210.

c. Total number of calls serviced by pool cars--350.

d. Total number of pool calls serviced by assigned cars--180.

e. Total mileage of all cars--10,504.

4. Monthly Mileage of Truck Operations.--

a. Total mileage of all trucks--5,698 (a decrease of 1,743 miles as compared to October 1953.)

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SECURITY INFORMATION

2 December 1953

NUMBER OF TRIPS MADE BY ASSIGNED  
AGENCY PASSENGER VEHICLES FOR MONTH OF NOVEMBER

<u>Office</u>	<u>Average Number of Trips Per Day</u>	<u>Average Time Per Trip</u>
Deputy Director, CI	2	1 hour 0 minutes
Deputy Director (Plans)	4	1 hour 18 minutes
Deputy Director (Intelligence)	7	40 minutes
Deputy Director (Administration)	6	35 minutes
Office of National Estimates	3	34 minutes
Office of Scientific Intelligence	6	28 minutes
Office of Research and Reports	7	34 minutes
Office of Current Intelligence	6	44 minutes
Office of Collection and Dissemination	3	39 minutes
Office of Collection and Dissemination	6	54 minutes
Office of Operations	3	33 minutes
Office of Communications	5	36 minutes
Technical Services Staff	7	47 minutes
General Services Office, Courier Office	8	49 minutes
Personnel Office	7	44 minutes
Logistics Office	5	1 hour 14 minutes
Office of Foreign Intelligence	3	1 hour 53 minutes
[REDACTED]	7	43 minutes
[REDACTED]	6	48 minutes
Central Processing & Finance Division	4	1 hour 25 minutes
National Security Council	4	1 hour 8 minutes

25X1A8a

TRIPS NOT LISTED

Office

Director, CI

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